

# CLERMONT COUNTY PROTOTYPE PLANS

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- ▶ A prototype plan is one which will be used for construction purposes for more than one building by the same contractor/owner. These plans can contain "options" if those "options" are clearly defined and a part of the original approval.
- ▶ Two sets of prototype plans must be submitted for approval. One set will be returned to applicant upon approval (if desired this set can be sepia or original tracings).
- ▶ When submitted for approval, prototype plans must include the following:
  1. Evidence of responsibility for the production of the plans including, plan identification, the plan author and the contractor's name and address (on every sheet). The required index on the cover sheet shall also clearly reference all available plan "options".
  2. All sheets are to be numbered.
  3. All construction details necessary to show code compliance.
  4. Any corrections necessary for approval must be made on the tracings and new plans submitted. No plans will be approved under this process that contains "redline" corrections.
  5. All options are to be clearly identified, so when a submittal is made using the approved prototype plans on file, the plan identification and any options can be "checked" as a part of the application process.
  6. The applicable energy conservation analysis must be included as part of this submittal.
- ▶ When the plans are approved under this process, each plan will be given a prototype number for future use and each option will be clearly identified in the Prototype Approval certificate. A set of the approved prototype plans will be kept in this office and an approved set will be returned to the applicant. The applicant must be willing to furnish additional sets of plans should the need arise. Advance notification will be given to all parties having approved prototype plans should there be a code change so the plans can be updated prior to the implementation of the change.
- ▶ The requirements for submittal for permit (using approved prototype plans) will be as follows:
  1. All application, fees and agency approvals (Board of Health, Zoning, Water, etc.)
  2. Plot plan indicating all required information
  3. Copy of Prototype Approval certificate with the desired options "checked" or identified.
- ▶ All other processing and inspection procedures will remain the same.
- ▶ Inspections cannot be made unless the following is at the job site for the inspector:
  1. Copy of the permit
  2. Copy of the site plan and the Prototype Approval certificate stamped by this office
  3. Copy of the plans referenced on the Prototype Approval certificate with each approved sheet stamped by this office.

# PROTOTYPE PLAN APPROVAL APPLICATION CLERMONT COUNTY PERMIT CENTRAL

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## CONTRACTOR/OWNER INFORMATION

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street Number

Street Name

City

State

Zip Code

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## PLANS BY

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street Number

Street Name

City

State

Zip Code

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## BASE PLAN DESCRIPTION

Name or Identification \_\_\_\_\_

Stories \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_

Square Feet \_\_\_\_\_  
(Living Area) (Basement) (Garage)

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## OPTIONS

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Signature of applicant)

\_\_\_\_\_  
(Print name signed above)